

# INTERVIEW FEEDBACK

## MAYOR'S YOUTH PROGRAM & SHRM-ATLANTA

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

This feedback form has two uses:

**1<sup>st</sup>** – it is used during practice interviews to provide feedback to students in regards to interview effectiveness.

**2<sup>nd</sup>** – Student can use to assess himself / herself after real-life interviews to continue developing his / her interviewing skills.

**Rate the student's effectiveness** next to each item below on a scale of 1 – 5 with **1 being least effective and 5 being most effective.**

### Non-Verbal Style

- \_\_\_\_\_ Maintains eye contact
- \_\_\_\_\_ Smiles – looks content and relaxed
- \_\_\_\_\_ Body posture is relaxed and professional
- \_\_\_\_\_ Does not fidget
- \_\_\_\_\_ Hand gesture is appropriate
- \_\_\_\_\_ Actively listens to questions
- \_\_\_\_\_ Dress is business casual and clothes fit well and appropriate for work place

### Delivery Style

- \_\_\_\_\_ Warm, sincere tone of voice
- \_\_\_\_\_ Good variation in voice pitch (not monotone)
- \_\_\_\_\_ Speaks clearly and articulates words
- \_\_\_\_\_ Energy Level
- \_\_\_\_\_ Reflects on questions appropriate length of time
- \_\_\_\_\_ Comfortable with silences
- \_\_\_\_\_ Gives concise, to-the-point responses
- \_\_\_\_\_ Organizes answers in SAR format (Situation – Action – Result)
- \_\_\_\_\_ Asks for clarification when needed
- \_\_\_\_\_ Does not sound overly rehearsed or scripted

### Content

- \_\_\_\_\_ Answers the question being asked
- \_\_\_\_\_ Gives more than yes or no answers
- \_\_\_\_\_ Demonstrates knowledge of self (i.e. Strengths, weaknesses, likes, goals, etc.)
- \_\_\_\_\_ Backs up claims with evidence (accomplishment examples, metrics)

### Comments

(Provide this form to the student with your feedback ratings and comments)